



City of Rochester
Civil Service

Exam Announcement

Municipal Civil Service Commission, Room 103A City Hall, Rochester, New York 14614
The City of Rochester is an Equal Opportunity Employer
Candidates must record Examination number and Title on the Application

Job Title : REFUSE OPERATIONS MANAGER

Exam No.: P-72166

Salary Range : \$73,430 - \$96,821

PROMOTIONAL EXAM

CITY OF ROCHESTER EMPLOYEES ONLY

NO EXAM FEE REQUIRED

MINIMUM QUALIFICATIONS: Candidates must be currently employed with the City of Rochester and must have served continuously* at brackets 25-29 for the twelve (12) months immediately preceding the date of the examination and must meet the following open competitive minimum qualifications:

- High school diploma** or Equivalent**, **AND**
- I A. Successful completion of sixty (60) semester credits at an accredited college or university **or** successful completion of the City of Rochester's Public Service/Public Works Administration certification program;
- AND**
- B. Five (5) years experience administering and supervising a public works operation such as refuse and recycling collection, roadway plowing, street maintenance and construction;
- OR**
- II. Seven (7) years experience as described in Section I B.

Special Requirements:

1. Possession of a valid New York State Class D operators license at time of appointment.
2. Possession of a New York State Class B Commercial Drivers license with air brake endorsement within 6 months of appointment. Incumbents must maintain this license throughout their employment.

*Candidates must have permanent competitive status or 55a status

**Candidates who expect to receive this degree or diploma by August 1, 2016, may participate in the examination. If successful on the examination, you will not be certified for appointment until you have submitted proof of completion of the requirements to the City of Rochester Examination Administration unit. Proof must be submitted no later than 2 (two) months after the completion of your degree or diploma; failure to do so will result in removal of your name from this list.

DESCRIPTION OF DUTIES: This is a managerial position involving responsibility for the administration of the refuse collection division. The primary responsibility of this employee is assuring the safe and efficient removal of residential and commercial refuse and recycling in urban neighborhoods by employees of the division. Employee works independently under general direction of the Director of Operations. General supervision is exercised over the Refuse division staff. Performs related work as required.

TYPICAL WORK ACTIVITIES:

Establishes daily, weekly, seasonal, and annual work priorities based on prescheduled time constraints, type of work to be done, availability and capabilities of personnel; availability of equipment; weather conditions, budgetary constraints, such as overtime available, and in conjunction with projects and schedules of other departmental divisions and other City departments;

Responds orally or in writing to citizen complaints, requests for service from outside the department and to requests from other bureaus or divisions within the department;

Resolves service problems based on factors such as time and labor available, safety, and cost-efficiency;

Sets work goals and reviews work reports submitted by supervisors in order to determine whether daily, weekly, monthly, seasonal, or annual work goals are met;

Enforces the labor agreement and implements departmental personnel policies, including making final determination for suspensions, disciplinary actions and other aspects of the labor agreement;

Engages in problem solving regarding operations, personnel and customer matters;

Discusses and deals with employees and supervisors directly concerning worker issues such as morale, safety, efficiency, and dealing with the public;

Plans, schedules, and revises routes for refuse collection performed by City personnel, based on evaluation of such factors as availability of personnel, vehicles, and equipment; budgetary constraints; and other relevant factors;

Prepares annual budget and revenue estimates for division and explains budget to committees and management within department or City;

Writes reports on division operations and financing for Bureau, Director and Commissioner, using various data sources;

Maintains accurate accounting costs of activities and use of funds and ensures proper billing or reimbursements as appropriate;

(CONTINUED ON BACK)

Application Deadline: AUGUST 7, 2015

Application must be received or post marked by the application deadline date, otherwise this application will be rejected.

Examination Date: SEPTEMBER 12, 2015

Issue Date: JULY 13, 2015

The City does not discriminate on the basis of handicap status in its programs, activities or employment.

Devises simple, easy-to-read forms and trains supervisory personnel in their use;
Formulates and implements bureau and division policies regarding work methods and procedures;
Implements and enforces City and Bureau safety policies;
Operates heavy equipment or vehicles and on as needed or emergency basis.

- SCOPE OF EXAMINATION:** This is a written test designed to evaluate knowledge, skills, and/or abilities in the following areas:
- 1. Administrative supervision** - These questions test for knowledge of the principles and practices involved in directing the activities of a large subordinate staff, including subordinate supervisors. Questions relate to the personal interactions between an upper level supervisor and his/her subordinate supervisors in the accomplishment of objectives. These questions cover such areas as assigning work to and coordinating the activities of several units, establishing and guiding staff development programs, evaluating the performance of subordinate supervisors, and maintaining relationships with other organizational sections.
 - 2. Preparing written material** - These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.
 - 3. Operation and maintenance of refuse equipment and trucks** - These questions test for knowledge of the principles and practices involved in the proper operation and maintenance of refuse collection and refuse handling equipment, including the characteristics, advantages, and disadvantages of different types of refuse collection equipment and vehicles, proper and safe operation and maintenance of refuse collection equipment, and troubleshooting operating problems involving refuse collection equipment and vehicles.
 - 4. Scheduling of work and equipment** - These questions test for knowledge of work scheduling principles and for the ability to arrange work and equipment assignments in a manner that will achieve work goals while staying within scheduling criteria. This may include such areas as setting up vacation or work schedules, taking into consideration such factors as seniority, work skills, duty hours, and shift coverage.
 - 5. Practices, procedures, and equipment used in rubbish and garbage collection** - These questions test for knowledge of the proper practices, procedures, and typical equipment used in refuse and garbage collection, including collection route management and safety practices.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at: www.cs.ny.gov/testing/localtestguides.cfm

Use of calculators is ALLOWED for this exam. Candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, “Spell Checkers”, “Personal Digital Assistants”, “Address Books”, “Language Translators”, “Dictionaries”, or any similar devices are prohibited.

WEIGHT: The written test will contribute 100% to the final score.

RATING: This examination will be rated in accordance with Section 23.2 of the Civil Service Law. The provision of the NYS Civil Service Rules and Regulations dealing with the rating of examinations will apply to this exam.

SENIORITY: Seniority points shall be awarded based on the date of first permanent appointment in the classified service since last entry into the classified service of the employer for whom a promotional examination is administered (i.e. the City of Rochester or Rochester Housing Authority, as the case may be).

Points will be added to the score of every passing candidate as follows:

at least 2 years but less than 7	1 point
at least 7 years but less than 11	2 points
at least 11 years but less than 16	3 points
16 years or more	4 points

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two (2) weeks before the test date to make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center. To notify the City of Rochester that you will be taking more than one exam on the same day, please submit a Cross-Filer form. To access the City of Rochester’s Cross-Filer form and other employment forms, please copy the following into your browser: <http://www.cityofrochester.gov/article.aspx?id=8589935785>

GENERAL INFORMATION:
Applications: Applications may be obtained from room 103A City Hall, 30 Church St., Rochester, NY 14614-1280 or from our website www.cityofrochester.gov. A separate application must be completed for each separately numbered examination. Applications must be received by the close of business or postmarked by the Application Deadline date. Late applications will be rejected. Applications must be complete and accurate.
Application Fee: An Examination Application Fee is charged for the City of Rochester to process a candidate’s examination application. It is not a fee for the examination itself. Exam applications will NOT be reviewed until exam fee is paid. Late fees will NOT be accepted. Payment Due Date is the same as Application Deadline Date for applications.
There will be no exceptions to this requirement. There will be no refund of fees if a candidate does not qualify for an exam or if a candidate fails to appear for the examination.
Eligible Lists: Eligible lists contain the names of applicants who have received a passing score on the examination. Lists will be established in rank order, with the highest score being #1. In the case of tied scores, all persons at that score are considered equal. Candidates must be one of the top three candidates to be reachable for appointment. Promotional eligible lists are limited to present employees of the City and take precedence over open-competitive lists. All eligible lists are established for at least one year and may be extended for up to four years.
Change of Address: You are required to notify Civil Service of any address changes. Failure to do so may result in your removal from an eligible list.
Admission to the Exam: If you have not received notification of acceptance or rejection for this exam by the Wednesday before the exam date, please notify this office at 585-428-7454.
Residency Requirements: There is no residency requirement for participation in examinations. Preference in hiring may be given to City of Rochester residents on open-competitive lists pursuant to Section 23 of the Civil Service Law.
Military Candidates: Any candidate on active military duty in the United States Army, Navy, Marine Corps, Air Force or Coast Guard may be eligible for alternative testing dates if necessary. This applies to the State Militia and National Guard if under Federal Control. If alternate testing is necessary, candidates are required to notify Rochester Civil Service in writing, as quickly as possible. Any such requests must be accompanied by a DD214 or other official military document that substantiates the applicant’s active military service at the time of the examination. Alternative testing accommodations will not be honored if requests are made more than 60 days after release from service.

Effective 1/1/98, the State Constitution was amended to permit candidates currently in the armed forces to apply for and be conditionally granted veteran’s credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran’s credits.
Veterans: To apply for your Veterans’ or Disabled Veterans’ Credits you must submit an application which can be found at City Hall, 30 Church St., Rm. 103A or on-line at www.cityofrochester.gov, click on Jobs and then the Employment Forms link. Your Veterans’ Credits application can be submitted with your exam application, but MUST be submitted PRIOR to the establishment of the eligible list. Veterans’ Credits CANNOT be added to your score after the eligible list has been established. Veterans’ Credits can only be added to a passing score. You may waive using your Veterans’ Credits any time prior to appointment. You may use your Veterans’ Credits for hire only once in your lifetime.
Additional Exam Credits: In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.
Alternate Testing Arrangements: If alternate or special arrangements for testing are required, please indicate that on your application and attach appropriate documentation. A copy of the City of Rochester’s Alternate Test Policy is available in Room 103A, City Hall, or from our website. Deadline for requests is two (2) business days after exam.
Preferred List Applicants: Any employee whose name appears on a preferred list, and who submits an application by the deadline, may participate in a promotion examination, if qualified at time of layoff.